



Managing Absence Balances Overview

There are various reasons why an entitlement balance adjustment may be required. Some examples include:

- An employee is granted a special absence that needs to be added (e.g., Annual Leave Incentive, Employee Recognition, Educational Leave)
- An exception to a current absence
- A retroactive change that is unable to process automatically
- Clearing out leave balances when an employee terminates
- An employee donating leave or receiving donated leave

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Entering a New Absence Entitlement

1. To enter a new absence entitlement for an employee, navigate to the **Absences** page using the following path:

Navigator > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

The **Absences Search** page displays.

Absences
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

begins with

Empl Record

=

Pay Group

begins with

Q

Calendar ID

begins with

Q

Name

begins with

Period Begin Date

>=

Period End Date

<=

☐ Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

Basic Search

Save Search Criteria

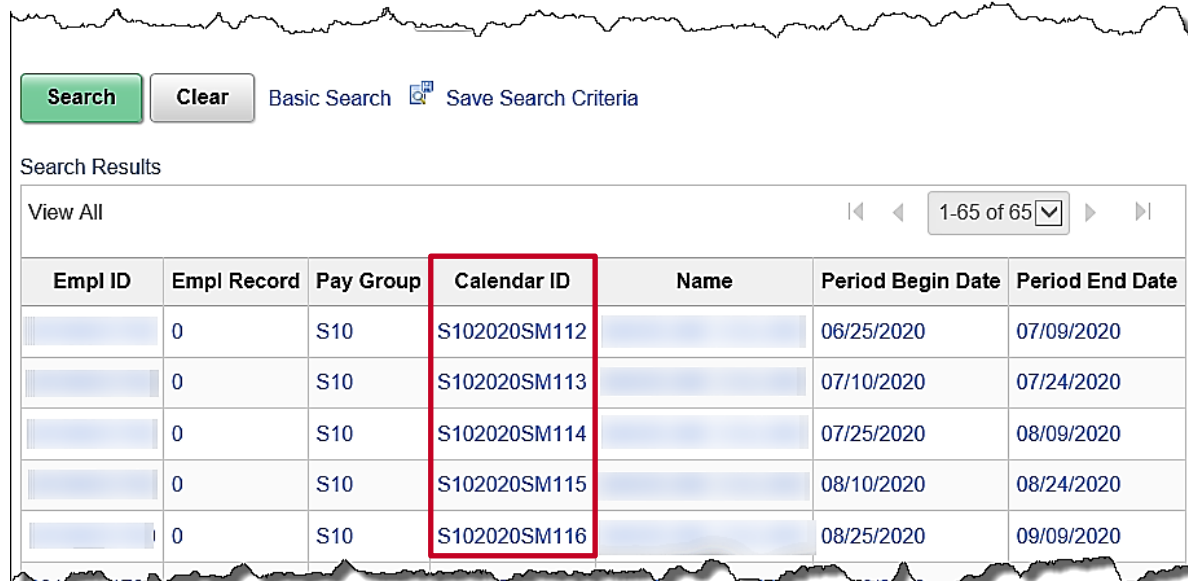
2. Enter the Employee ID or name of the employee for whom you are adding an Absence Entitlement for in the corresponding field.
3. Enter/select the applicable value for one of the following fields:
 - a. **Calendar ID:** Parameter for the Absence Calculation process that identifies the pay period for which the new entitlement should be made effective. It can be a past, current, or future pay period
 - b. **Period Begin Date:** The pay period begin date when the new entitlement should be effective
 - c. **Period End Date:** The pay period end date of when the new entitlement should be effective
4. Click the **Search** button.



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The search results (Calendar IDs available for the employee) display in the bottom portion of the page.



Search Results

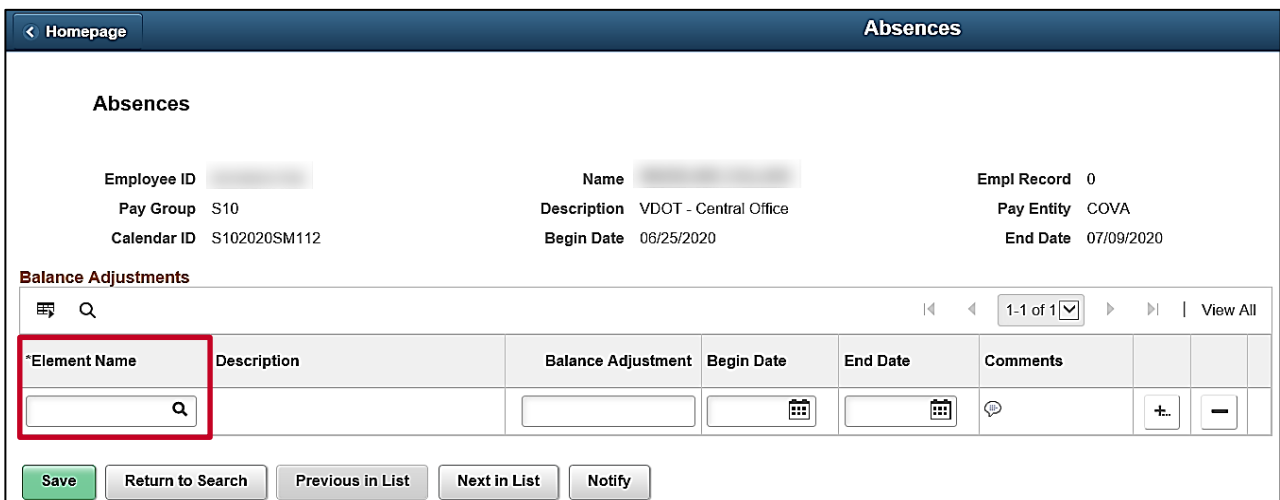
View All 1-65 of 65

Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
	0	S10	S102020SM112		06/25/2020	07/09/2020
	0	S10	S102020SM113		07/10/2020	07/24/2020
	0	S10	S102020SM114		07/25/2020	08/09/2020
	0	S10	S102020SM115		08/10/2020	08/24/2020
	0	S10	S102020SM116		08/25/2020	09/09/2020

5. Select the applicable Calendar ID for the effective date of the change by clicking the corresponding link in the **Calendar ID** column.

Note: Verify the **Pay Group** is consistent with the employee's **Job Data** page. Select the **Pay Period Begin Date** and the **Pay Period End Date** for which the balance should be available for the employee. Selecting the incorrect **Calendar ID** may result in incorrect processing of the adjustment.

The **Absences** page displays for the applicable Calendar ID.



Absences

Employee ID [redacted] Name [redacted] Empl Record 0
Pay Group S10 Description VDOT - Central Office Pay Entity COVA
Calendar ID S102020SM112 Begin Date 06/25/2020 End Date 07/09/2020

Balance Adjustments

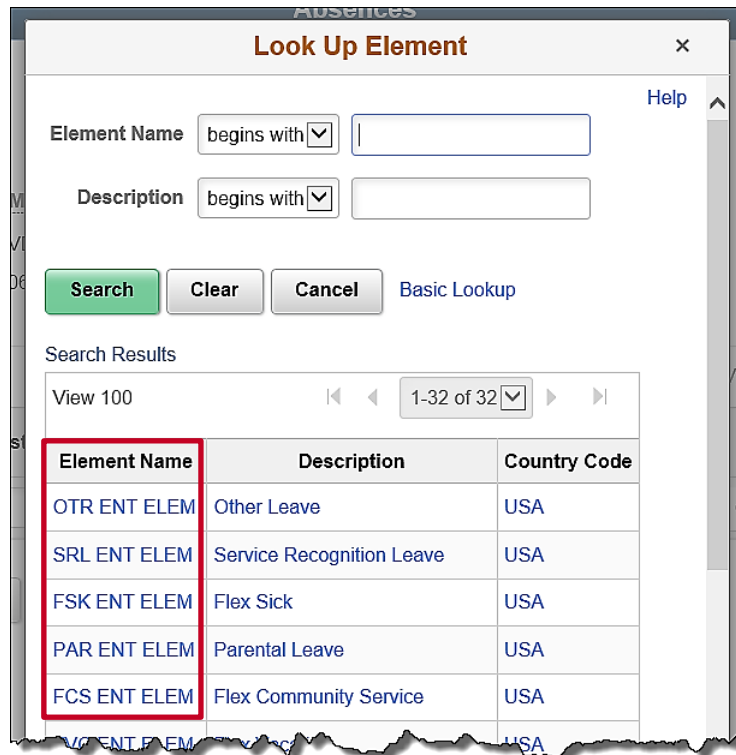
1-1 of 1 View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Return to Search Previous in List Next in List Notify

6. The header section of the page populates based on the Calendar ID previously selected. Review the information to confirm that the correct selection was made.
7. Click the **Element Name** field **Look up** icon.

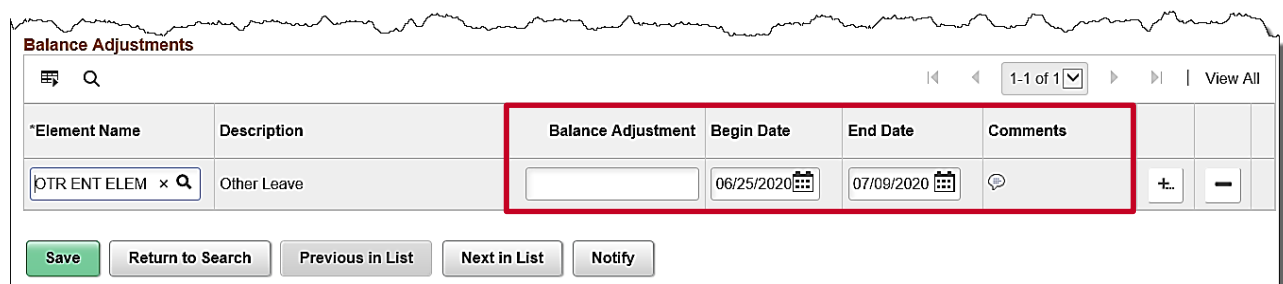
The **Look Up Element** page displays in a pop-up window.



Element Name	Description	Country Code
OTR ENT ELEM	Other Leave	USA
SRL ENT ELEM	Service Recognition Leave	USA
FSK ENT ELEM	Flex Sick	USA
PAR ENT ELEM	Parental Leave	USA
FCS ENT ELEM	Flex Community Service	USA

- Select the applicable entitlement type (Element Name) by clicking the corresponding link in the **Element Name** column.

The **Absences** page displays with the selected Element Name and the **Description** field defaults based on the **Element Name** selected.



Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
OTR ENT ELEM	Other Leave		06/25/2020	07/09/2020	

- Enter the number of hours for the entitlement in the **Balance Adjustment** field as a positive number.
- The **Begin Date** and **End Date** fields default based on the Calendar ID previously selected. Click the icon in the **Comments** field.



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The **PI for Absence Entitlement** page displays in a pop-up window.

11. Enter a brief comment in the **Comments** field regarding the adjustment.
12. Click the **OK** button.

The **Absences** page displays.

13. If additional Absence Entitlements need to be entered for the same period, click the **Add a Row** icon (+), and repeat steps 7 – 12. If not, proceed to step 14.
14. Click the **Save** button.

Note: Entitlements added in the current open period and prior periods will be processed the next time the Absence Calculation process runs (daily).



Manually Adjusting an Existing Absence Entitlement Balance

When an employee has an existing Absence Entitlement that needs to be adjusted, you will use the **Absences** page to make the adjustment.

1. Navigate to the **Absences** page using the following path:

Navigator > Global Payroll & Absence Mgmt > Payee Data > Adjust Balance > Absences

The **Absences Search** page displays.

2. Enter the Employee ID or name of the employee for whom you are making the adjustment for in the corresponding field.
3. Enter/select the applicable Pay Group using the **Pay Group Look Up** icon.
4. Enter/select the applicable value for one of the following fields:
 - a. **Calendar ID:** Parameter for the Absence Calculation process that identifies the pay period for which the adjustment should be made effective. It can be a past, current, or future pay period
 - b. **Period Begin Date:** The pay period begin date when the absence should be effective
5. Click the **Search** button.



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The search results (Calendar IDs available for the employee) display in the bottom portion of the page.

Search [Search] Clear Basic Search Save Search Criteria

Search Results

View All 1-65 of 65

Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
	0	S10	S102020SM112		06/25/2020	07/09/2020
	0	S10	S102020SM113		07/10/2020	07/24/2020
	0	S10	S102020SM114		07/25/2020	08/09/2020
	0	S10	S102020SM115		08/10/2020	08/24/2020
	0	S10	S102020SM116		08/25/2020	09/09/2020
		S10	S102020SM117		09/10/2020	09/24/2020

6. Select the applicable Calendar ID for the effective date of the change by clicking the corresponding link in the **Calendar ID** column.

The **Absences** page displays for the applicable Calendar ID.

< Homepage Absences

Absences

Employee ID

Name

Empl Record 0

Pay Group S10

Description VDOT - Central Office

Pay Entity COVA

Calendar ID S102020SM112

Begin Date 06/25/2020

End Date 07/09/2020

Balance Adjustments

1-1 of 1 View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
						+	-

Save Return to Search Previous in List Next in List Notify

7. The header section of the **Absences** page populates based on the Calendar ID previously selected. Review the information to confirm that the correct selection was made.
8. Click the **Element Name** field **Look up** icon.



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The **Look Up Element** page displays in a pop-up window.

The 'Look Up Element' pop-up window contains search filters for 'Element Name' and 'Description', both set to 'begins with'. It includes 'Search', 'Clear', and 'Cancel' buttons, along with a 'Basic Lookup' link. Below the search results, a table lists various entitlement elements. The first six rows are highlighted with a red box.

Element Name	Description	Country Code
OTR ENT ELEM	Other Leave	USA
SRL ENT ELEM	Service Recognition Leave	USA
FSK ENT ELEM	Flex Sick	USA
PAR ENT ELEM	Parental Leave	USA
FCS ENT ELEM	Flex Community Service	USA
FVC ENT ELEM	Flex Vacation	USA

9. Select the applicable entitlement type (Element Name) being adjusted by clicking the corresponding link in the **Element Name** column.

The **Absences** page displays with the selected Element Name and the **Description** field defaults based on the Element Name selected.

The 'Absences' page shows employee information (Employee ID, Name, Pay Group, Calendar ID, Description, Begin Date, Empl Record, Pay Entity, End Date). Below this, the 'Balance Adjustments' section displays a table with columns for Element Name, Description, Balance Adjustment, Begin Date, End Date, and Comments. The first row is highlighted with a red box.

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
VAC ENT ELEM	Vacation		06/25/2020	07/09/2020	



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- Enter the number of hours being adjusted in the **Balance Adjustment** field.

Note: This is the number of hours you want to adjust the balance by (not the number of hours you want the balance to be). Increases are entered as a positive number and decreases are entered as a negative number (enter – (minus) in front of the number of hours you want deducted from the balance).

- The **Begin Date** and **End Date** fields default based on the Calendar ID previously selected. Click the icon in the **Comments** field.

The **PI for Absence Entitlement** page displays in a pop-up window.

Begin Date: 06/25/2020 End Date: 07/09/2020

PI for Absence Entitlement [X] [Help]

Absence Comments

Empl ID:		Name:		Empl Record:	0
Pay Group:	S10	Description:	VDOT - Central Office		
Calendar ID:	S102020SM112	Begin Date:	06/25/2020	End Date:	07/09/2020
Element Name:	VAC ENT ELEM	Description:	Vacation	Balance Adjustment:	10.000000

Additional Information/ Adjustment Comments

Comments:

Last Update User ID:

Last Update Date/Time:

- Enter a brief comment in the **Comments** field regarding the reason for the adjustment.
- Click the **OK** button.



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The **Absences** page displays.

[< Homepage](#)Absences

Absences

Employee ID

Name

Empl Record 0

Pay Group S10

Description VDOT - Central Office

Pay Entity COVA

Calendar ID S102020SM112

Begin Date 06/25/2020

End Date 07/09/2020

Balance Adjustments

1-1 of 1

View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
VAC ENT ELEM <input type="text"/>	Vacation	<input type="text" value="10.000000"/>	<input type="text" value="06/25/2020"/>	<input type="text" value="07/09/2020"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

14. If additional Absence Entitlement balances need to be adjusted for the same period, click the **Add a Row** icon (+), and repeat steps 8 – 13. If not, proceed to step 15.
15. Click the **Save** button.

Note: Adjustments made in the current open period and prior periods will be processed the next time the Absence Calculation process runs (daily).

Zeroing Out Leave Balances

To zero out leave balances, follow the steps outlined in the **Manually Adjusting an Existing Absence Entitlement Balance** section of this job aid. Follow those steps and apply these additional guidelines:

- **Calendar Period:** For a terminated employee, select the period that contains the employee's last day worked
- **Balance Adjustment** field: Enter the number of hours equal to the employee's current entitlement balance as a negative number
- **Comments** field: Enter a comment pertaining to the reason for zeroing out the balance (e.g., employee terminated)



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Zeroing Out Compensatory and Overtime Leave Balances

1. Navigate to the **Timesheet** page using the following path:

Navigator > Manager Self Service > Time Management > Report Time > Timesheet

The **Timesheet Summary** page displays.

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

2. Enter the Employee ID or name of the employee for whom you are zeroing out balances for in the corresponding field.

Note: You can search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Get Employees** button.

The search results display within the **Employees For** section in the bottom portion of the page.

Employees For Totals From 06/15/2020 - 06/21/2020

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
			0	16.00	0.00	40.00			16.00	0.00

Approve Reported Time
Approve Absence
Manager Self Service
Time Management

4. Click the **Last Name** link for the applicable employee.



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The **Timesheet** page displays for the applicable employee with the **Reported Time Status** tab displayed by default.

Timesheet

Employee ID [redacted]
Empl Record 0
Time Reporting Type Positive
Earliest Change Date 11/11/2019

Select Another Timesheet

*View By Week [v] Previous Week Next Week
*Date 06/15/2020 [calendar icon] [refresh icon]
Reported Hours 16.00

From Monday 06/15/2020 to Sunday 06/21/2020

Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Sun 6/21	Total	Time Reporting Code	*Taskgroup	Business Unit	Telecommu
				16.00			16.00	CPO - Comp Time Leave Payout [v]	VDOTCOMREQ [q]	50100 [q]	

Save for Later Submit

Reported Time Status Summary **Leave / Compensatory Time** Absence Exceptions

Reported Time Status

1-1 of 1 [v]

Date	Reported Status	Total	TRC	Description	Add Comments
06/19/2020	Submitted	16.00	CPO	Comp Time Leave Payout	[comment icon]

5. Use the fields within the **Select Another Timesheet** section as needed to select the Timesheet for the week that contains the employee's last day of work.
6. Click the **Leave / Compensatory Time** tab.

The **Leave / Compensatory Time** tab displays.

Timesheet

Employee ID [redacted]
Empl Record 0
Time Reporting Type Positive
Earliest Change Date 11/11/2019

Select Another Timesheet

*View By Week [v] Previous Week Next Week
*Date 06/15/2020 [calendar icon] [refresh icon]
Reported Hours 16.00

From Monday 06/15/2020 to Sunday 06/21/2020

Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Sun 6/21	Total	Time Reporting Code	*Taskgroup	Business Unit	Telecommu
								[dropdown menu]	VDOTCOMREQ [q]	50100 [q]	

Save for Later Submit

Reported Time Status Summary **Leave / Compensatory Time** Absence Exceptions

Leave and Compensatory Time Balances

1-1 of 1 [v]

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	16.00	0	120	[document icon]

- Enter the number of hours being paid out (equal to current balance) in the applicable date field (employee's last day of work).

Note: You may enter values greater than 24 hours on that day in order to accommodate a full payout.

- Select the “**CPO**” code for Comp Leave payout or the “**OPO**” code for Overtime Leave Payout in the **Time Reporting Code (TRC)** field.
- Scroll to the right side of the page.

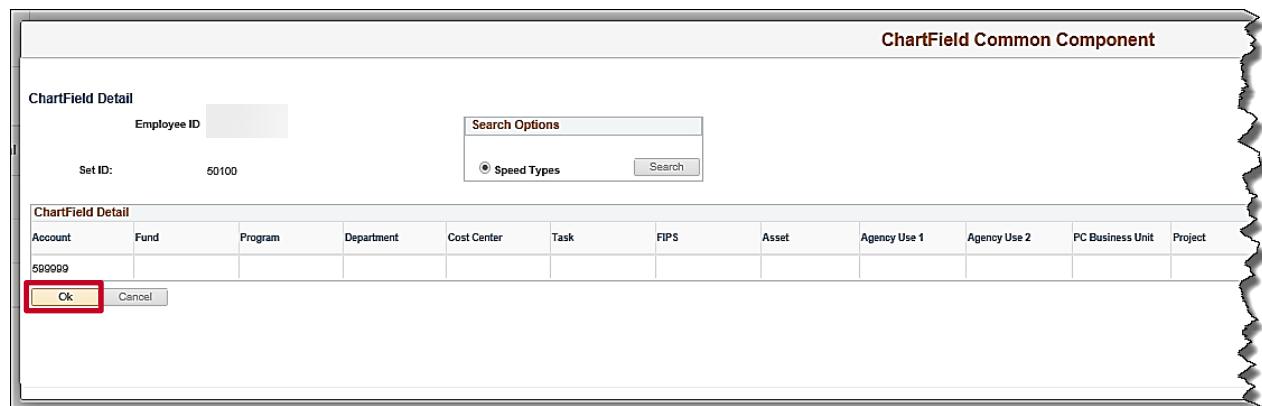
The rest of the **Timesheet** page displays.



Business Unit	Telework	Agency Value	ChartFields		
50100			ChartFields	+	-

- If the **ChartField** link displays on the Timesheet page and is required, click the **ChartFields** link.
- If the Timesheet does not contain a **ChartFields** link, proceed to step 13.

The **Chartfield Detail** page displays in a pop-up window.



ChartField Common Component

ChartField Detail

Employee ID: []

Set ID: 50100

Search Options

☒ Speed Types

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project
569999											

- Click the **OK** button to accept the default values that display and return to the **Timesheet** page.



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The **Timesheet** page displays.

Timesheet

Employee ID: [Redacted]
Empl Record: 0
Time Reporting Type: Positive
Earliest Change Date: 11/11/2019

Select Another Timesheet

*View By: Week
*Date: 06/15/2020
Reported Hours: 16.00

From Monday 06/15/2020 to Sunday 06/21/2020

Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Sun 6/21	Total	Time Reporting Code	*Taskgroup	Business Unit	Telecommute
				16.00			16.00	CPO - Comp Time Leave Payout	VDOTCOMREQ	50100	

Save for Later **Submit**

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Leave and Compensatory Time Balances

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	16.00	0	120	

13. Click the **Submit** button.

The **Submit Confirmation** page displays.

Submit Confirmation

✓ The Submit was successful.
Time for the Week of 2020-06-15 to 2020-06-21 is submitted

OK

14. Click the **OK** button.



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15. The **Timesheet** page displays.

Reported Hours 16.00

From Monday 06/15/2020 to Sunday 06/21/2020 ⓘ

Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Sun 6/21	Total	Time Reporting Code	*Taskgroup	Business Unit
				16.00			16.00	CPO - Comp Time Leave Payout	VDOTCOMREQ	50100

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions

Reported Time Status

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Date	Reported Status	Total	TRC	Description	Add Comments
06/19/2020	Submitted	16.00	CPO	Comp Time Leave Payout	

Return to Select Employee
Approve Absence
Manager Self Service
Time Management

16. Click the icon in the **Add Comments** field.

The **TR Comments** page displays in a pop-up window.

TR Comments

Comments

Employee ID

Employment Record 0

Actions

Note

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 06/19/2020

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Date	User ID	DateTime Created	Source	Comment
06/19/2020		06/22/2020 11:25AM	Time Reporting	

Add Comment

OK Cancel Apply

17. Enter a brief comment in the **Comment** field regarding the adjustment.

18. Click the **OK** button.



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The **Timesheet** page displays.

The screenshot shows the 'Timesheet' page with the following elements:

- Employee ID:** [Redacted]
- Empl Record:** 0
- Time Reporting Type:** Positive
- Earliest Change Date:** 11/11/2019
- Actions:** [Dropdown menu]
- Select Another Timesheet:** *View By: Week (selected), Previous Week, Next Week. *Date: 06/15/2020. Reported Hours: 16.00.
- From Monday 06/15/2020 to Sunday 06/21/2020**
- Table:**

Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Sun 6/21	Total	Time Reporting Code	*Taskgroup	Business Unit	Total
				16.00			16.00	CPO - Comp Time Leave Payout	VDOTCOMREQ	50100	

Buttons: Save for Later, **Submit** (highlighted), Reported Time Status, Summary, Leave / Compensatory Time, Absence, Exceptions.

Reported Time Status

Date	Reported Status	Total	TRC	Description	Add Comments
06/19/2020	Submitted	16.00	CPO	Comp Time Leave Payout	

Return to Select Employee
Approve Absence
Manager Self Service
Time Management

- Click the **Submit** button to submit the time for processing.

Note: See the section of this Job Aid titled **References Validating Absence Balances** for a list of reports, queries, and other Job Aids to reference for validating that adjustments and leave balances processed as expected.



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Adjusting Compensatory and Overtime Leave Balances

1. Begin by navigating to the employee **Timesheet** page using the following path:

Navigator > Manager Self Service > Time Management > Report Time > Timesheet

The **Timesheet Summary** page displays.

The screenshot shows the 'Timesheet Summary' page. At the top, there is a navigation bar with '< Homepage' and 'Timesheet'. Below this, the page title 'Report Time' is followed by 'Timesheet Summary'. A section titled 'Employee Selection' is expanded, showing a table with 'Employee Selection Criteria'. The table has two columns: 'Selection Criterion' and 'Selection Criterion Value'. The 'Employee ID' row is highlighted with a red box. To the right of the table, there are three buttons: 'Get Employees' (highlighted with a red box), 'Clear Criteria', and 'Save Criteria'.

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

2. Enter the employee ID in the **Employee ID** field.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Get Employees** button.



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The search results display within the **Employees For** section in the bottom portion of the page.

Employees For [redacted] Totals From 06/22/2020 - 06/28/2020

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Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
[redacted]	[redacted]	[redacted]	0	0.00	0.00	40.00			0.00	0.00

Approve Reported Time
Approve Absence
Manager Self Service
Time Management

- Click the **Last Name** link for the applicable employee.

The **Timesheet** page displays for the applicable employee with the **Reported Time Status** tab displayed by default.

Timesheet

Employee ID [redacted]
Empl Record 0
Time Reporting Type Exception
Earliest Change Date 11/19/2019

Select Another Timesheet

View By [Week] Previous Week Next Week

Date 06/15/2020

Scheduled Hours 40.00 Reported Hours 0.00

Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Sun 6/21	Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value	CharFields
									50190CCRG	50100			CharFields
									50190CCRG	50100			CharFields
									50190CCRG	50100			CharFields

Save for Later Submit Apply Schedule

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Status

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Date	Total	TRC	Description	Sched Hrs	Comments
	0.000000			0.00	

- Use the fields within the **Select Another Timesheet** section as needed to select the Timesheet for the week or day where you want the adjustment to be effective.
- Enter the number of Compensatory leave adjustment hours in the appropriate day field.
- Select the appropriate Time Reporting Code (TRC) using the **Time Reporting Code** field dropdown button.
- Scroll down on the **Timesheet** page as needed.



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The remainder of the page displays.

The screenshot shows the 'Timesheet' page for an employee. The 'Add Comments' field is highlighted with a red box. The page includes a header with 'Homepage' and 'Timesheet' tabs. Below the header, there's a section for 'Timesheet' with fields for Employee ID, Empl Record, Time Reporting Type, and Earliest Change Date. A 'Select Another Timesheet' section allows viewing by week or date. A table shows reported hours for the week of 06/15/2020 to 06/21/2020. Below the table, there are buttons for 'Save for Later' and 'Submit'. A 'Reported Time Status' section includes a table with columns for Date, Reported Status, Total, TRC, Description, and Add Comments. The 'Add Comments' field is highlighted with a red box.

Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Sun 6/21	Total	Time Reporting Code	*Taskgroup	Business Unit	Telecom
				16.00			16.00	CPO - Comp Time Leave Payout	VDOTCOMREQ	50100	

Date	Reported Status	Total	TRC	Description	Add Comments
06/19/2020	Submitted	16.00	CPO	Comp Time Leave Payout	

9. Click the icon in the **Add Comments** field.

The **TR Comments** page displays in a pop-up window.

The screenshot shows the 'TR Comments' pop-up window. The 'Comment' field is highlighted with a red box. The window includes a header with 'TR Comments' and a 'Help' link. Below the header, there's a section for 'Comments' with fields for Employee ID and Employment Record. A 'Note' section states: 'Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.' A table shows comments related to time entered for 06/19/2020. The 'Comment' field is highlighted with a red box. At the bottom, there are buttons for 'Add Comment', 'OK', 'Cancel', and 'Apply'.

Date	User ID	DateTime Created	Source	Comment
06/19/2020		06/22/2020 11:25AM	Time Reporting	

10. Enter a brief comment in the **Comment** field regarding the adjustment.



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11. Click the **OK** button to return to the **Timesheet** page.

The **Timesheet** page displays.

The screenshot shows the 'Timesheet' page with the following elements:

- Header:** Navigation bar with '< Homepage' and 'Timesheet'.
- Employee Information:** Employee ID, Empl Record (0), Time Reporting Type (Positive), and Earliest Change Date (11/11/2019).
- Select Another Timesheet:** A section with a '*View By' dropdown set to 'Week', a '*Date' field set to '06/15/2020', and links for 'Previous Week' and 'Next Week'. Below this, it shows 'Reported Hours 16.00'.
- Weekly Grid:** A table showing days from Monday 06/15/2020 to Sunday 06/21/2020. The 'Total' column shows 16.00 hours. The 'Time Reporting Code' is 'CPO - Comp Time Leave Payout' with a checked checkbox. The 'Taskgroup' is 'VDOTCOMREQ' and the 'Business Unit' is '50100'.
- Buttons:** 'Save for Later' and 'Submit' (highlighted with a red box).
- Reported Time Status:** A section with tabs for 'Reported Time Status', 'Summary', 'Leave / Compensatory Time', 'Absence', and 'Exceptions'. Below the tabs is a table with the following data:

Date	Reported Status	Total	TRC	Description	Add Comments
06/19/2020	Submitted	16.00	CPO	Comp Time Leave Payout	

12. Repeat steps 6 - 11 for each leave type that needs to be adjusted on this Timesheet.

13. Click the **Submit** button to submit the time for processing. No additional approval is required.

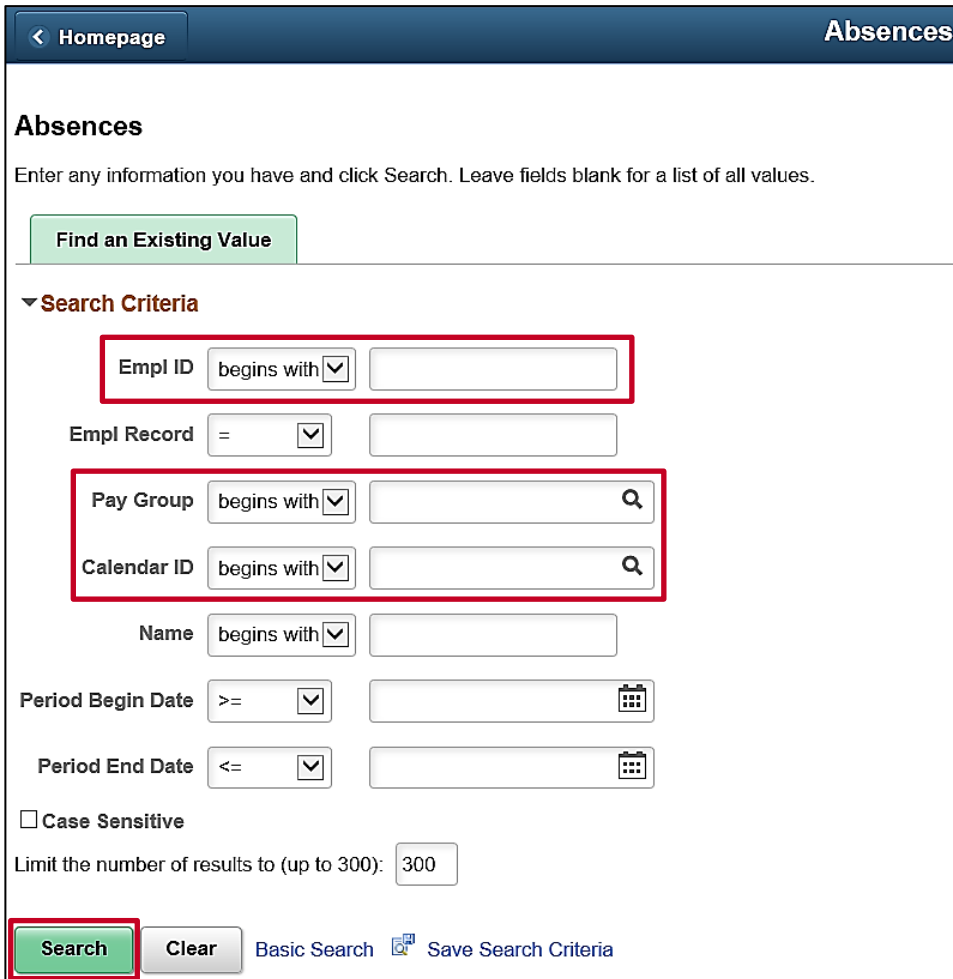
Note: Use the fields within the **Select Another Timesheet** section as needed to navigate to the Timesheet for another adjustment after submitting the adjustments for this Timesheet.

Leave Donation Process

1. Navigate to the **Absences** page using the following path:

Navigator > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

The **Absences Search** page displays.



2. Enter the Employee ID in the **Empl ID** field for the employee that is donating leave.
Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
3. Enter or select the applicable Pay Group using the **Pay Group Look Up** icon.
4. Enter/select the Calendar ID or period begin date using the corresponding field.
5. Click the **Search** button.



Time & Attendance Job Aid

TA374 Managing Absence Balances

The **Absences** page displays for the applicable employee.

Absences

Employee ID [redacted] Name [redacted] Empl Record 0

Pay Group SEMIMNTHLY Description Semi-Monthly Salaried AM Pay Entity COVA

Calendar ID SMLV201924 Begin Date 12/25/2019 End Date 01/09/2020

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Return to Search Notify

- The Header section populates based on the data entered on the **Absences Search** page. Review the information to confirm that the correct selection was made.
- Enter/select "**DLR DON ELEM**" in the **Element Name** field.

The **Absences** page refreshes.

Absences

Employee ID [redacted] Name [redacted] Empl Record 0

Pay Group SEMIMNTHLY Description Semi-Monthly Salaried AM Pay Entity COVA

Calendar ID SMLV201924 Begin Date 12/25/2019 End Date 01/09/2020

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
DLR ENT ELEM	Donated Leave Rec (Lv Share)	<input type="text"/>	12/25/2019	01/09/2020	<input type="text"/>

Save Return to Search Previous in List Next in List Notify

- The **Description** field defaults based on the element name selection. The **Begin Date** and **End Date** fields default based on the Calendar ID selection. Do not change.
- Enter the hours being donated as a positive number in the **Balance Adjustment** field.
- Click the icon in the **Comments** field.



Time & Attendance Job Aid

TA374 Managing Absence Balances

The **PI for Absence Entitlement** page displays in a pop-up window.

PI for Absence Entitlement [X]

Help

Absence Comments

Empl ID: [Redacted] Name: [Redacted] Empl Record: 0

Pay Group: SEMIMNTHLY Description: Semi-Monthly Salaried AM

Calendar ID: SMLV201924 Begin Date: 12/25/2019 End Date: 01/09/2020

Element Name: DLR DON ELEM Description: DLR Donate Element Balance Adjustment: 16.000000

Additional Information/ Adjustment Comments

Comments: [Text Area]

Last Update User ID: [Redacted] Last Update Date/Time: [Redacted]

OK Cancel

11. Enter a brief comment in the **Comments** field.
12. Click the **OK** button.

The **Absences** page displays.

Absences

Employee ID [Redacted] Name [Redacted] Empl Record 0

Pay Group SEMIMNTHLY Description Semi-Monthly Salaried AM Pay Entity COVA

Calendar ID SMLV201924 Begin Date 12/25/2019 End Date 01/09/2020

Balance Adjustments

Search [Icon] [Text] [1-1 of 1] [View All]

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR ENT ELEM	Donated Leave Rec (Lv Share)	16	12/25/2019	01/09/2020	[Icon]	+	-

Save **Return to Search** Previous in List Next in List Notify

13. Click the **Save** button.
- You have completed the adjustment for the donor. Now the adjustment must be made for the recipient.
14. Click the **Return to Search** button.



Time & Attendance Job Aid

TA374 Managing Absence Balances

The **Absences Search** page displays.

15. Delete the donor's Employee ID in the **Empl ID** field.

Note: If you use the **Clear** button, capture the Calendar ID first as the Calendar ID of the leave recipient should match the Calendar ID for the person who donated leave.

16. Enter the recipient's Employee ID in the **Empl ID** field.
17. The **Pay Group** field should be changed or entered based on the Pay Group of the recipient.
18. The Calendar ID should match the Calendar ID entered for the person who donated the leave.
19. Click the **Search** button.



Time & Attendance Job Aid

TA374 Managing Absence Balances

The **Absences** page displays for the employee who will receive the donated leave.

The screenshot shows the 'Absences' page with the following details:

- Header:** < Adjust Absence Balances | Absences | New Window
- Absences Section:**
 - Employee ID: [Redacted]
 - Pay Group: SEMIMNTHLY
 - Calendar ID: SMLV201924
 - Name: [Redacted]
 - Description: Semi-Monthly Salaried AM
 - Begin Date: 12/25/2019
 - Empl Record: 0
 - Pay Entity: COVA
 - End Date: 01/09/2020
- Balance Adjustments Table:**

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
[Redacted]						+	-
- Buttons:** Save, Return to Search, Previous in List, Next in List, Notify

20. The Header section populates based on the data entered on the **Absences Search** page. Review the information to confirm that the correct selection was made.

21. Enter/select “DLR REC ELEM” In the **Element Name** field.

The **Absences** page refreshes.

The screenshot shows the 'Absences' page with the following details:

- Header:** < Adjust Absence Balances | Absences | New Window
- Absences Section:**
 - Employee ID: [Redacted]
 - Pay Group: SEMIMNTHLY
 - Calendar ID: SMLV201924
 - Name: [Redacted]
 - Description: Semi-Monthly Salaried AM
 - Begin Date: 12/25/2019
 - Empl Record: 0
 - Pay Entity: COVA
 - End Date: 01/09/2020
- Balance Adjustments Table:**

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
DLR REC ELEM	DLR Receive Element		12/25/2019	01/09/2020		+	-
- Buttons:** Save, Return to Search, Previous in List, Next in List, Notify

22. The **Description** field defaults based on the element name selection. The **Begin Date** and **End Date** fields default based on the Calendar ID selection. Do not change.

23. Enter the hours being received as a positive number in the **Balance Adjustment** field.

24. Click the icon in the **Comments** field.



Time & Attendance Job Aid

TA374 Managing Absence Balances

The **PI for Absence Entitlement** page displays in a pop-up window.

PI for Absence Entitlement [X] [Help]

Absence Comments

Empl ID: [Redacted] Name: [Redacted] Empl Record: 0

Pay Group: SEMIMNTHLY Description: Semi-Monthly Salaried AM

Calendar ID: SMLV201924 Begin Date: 12/25/2019 End Date: 01/09/2020

Element Name: DLR REC ELEM Description: DLR Receive Element Balance Adjustment: 16.000000

Additional Information/ Adjustment Comments

Comments: [Text Input Field]

Last Update User ID: [Redacted] Last Update Date/Time: [Redacted]

OK **Cancel**

25. Enter a brief comment in the **Comments** field.

26. Click the **OK** button.

The **Absences** page displays.

Absences [New Window]

Employee ID [Redacted] Name [Redacted] Empl Record 0

Pay Group SEMIMNTHLY Description Semi-Monthly Salaried AM Pay Entity COVA

Calendar ID SMLV201924 Begin Date 12/25/2019 End Date 01/09/2020

Balance Adjustments [Search Icon] [1-1 of 1] [View All]

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
DLR REC ELEM [Search Icon]	DLR Receive Element	16.000000	12/25/2019 [Calendar Icon]	01/09/2020 [Calendar Icon]	[Redacted] [Add Icon] [Minus Icon]

Save **Return to Search** **Previous in List** **Next in List** **Notify**

27. Click the **Save** button. The adjustment process for leave donation is complete.



Returning Unused Leave Donation Time

1. In the event that an employee does not use all the donated leave, hours not used can be returned to the donor using the Absences page. Navigate to the **Absences** page by following this path:

Navigator > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

The **Absences Search** page displays.

< Homepage Absences

Absences

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with []

Empl Record = []

Pay Group begins with []

Calendar ID begins with []

Name begins with []

Period Begin Date >= []

Period End Date <= []

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

2. Enter the employee ID in the **Empl ID** field for the employee who donated hours that were not fully used by the recipient.
3. Enter the applicable Pay Group for the donor in the **Pay Group** field.
4. Enter the Calendar ID in the **Calendar ID** field or the period begin date in the **Period Begin Date** field.
Note: This is the period the leave should be returned to the original donor(s) in.
5. Click the **Search** button.



Time & Attendance Job Aid

TA374 Managing Absence Balances

The **Absences** page displays for the applicable employee with the original donation information.

Absences

Employee ID: [redacted] Name: [redacted] Empl Record: 0
Pay Group: SEMIMNTHLY Description: Semi-Monthly Salaried AM Pay Entity: COVA
Calendar ID: SMLV201924 Begin Date: 12/25/2019 End Date: 01/09/2020

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
DLR DON ELEM	DLR Donate Element	16.0	12/25/2019	01/09/2020	

Buttons: Save, Return to Search, Notify

- Update the **Balance Adjustment** field by overwriting the original number of hours donated with the number of hours being returned (entered as a negative number).
- Click the icon in the **Comments** field.

The **PI for Absence Entitlement** page displays in a pop-up window.

PI for Absence Entitlement

Absence Comments

Empl ID: [redacted] Name: [redacted] Empl Record: 0
Pay Group: SEMIMNTHLY Description: Semi-Monthly Salaried AM
Calendar ID: SMLV201924 Begin Date: 12/25/2019 End Date: 01/09/2020
Element Name: DLR DON ELEM Description: DLR Donate Element Balance Adjustment: -4.000000

Additional Information/ Adjustment Comments

Comments: [text area]

Last Update User ID: [redacted] Last Update Date/Time: 06/23/2020 2:35:32PM

Buttons: OK, Cancel

- Enter a brief comment in the **Comments** field.
- Click the **OK** button.



Time & Attendance Job Aid

TA374 Managing Absence Balances

The **Absences** page displays.

The screenshot shows the 'Absences' page with a header bar containing a 'Homepage' link and the title 'Absences'. Below the header, there are fields for Employee ID, Name, Empl Record, Pay Group, Description, Pay Entity, Calendar ID, Begin Date, and End Date. The 'Balance Adjustments' section features a table with columns: *Element Name, Description, Balance Adjustment, Begin Date, End Date, and Comments. A row is visible for 'DLR DON ELEM' with a balance adjustment of -4.000000. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
DLR DON ELEM	DLR Donate Element	-4.000000	12/25/2019	01/09/2020	

10. Click the **Save** button.

Next, the adjustment must be made for the recipient to remove the unused hours.

11. Click the **Return to Search** button.

The **Absences Search** page displays.

The screenshot shows the 'Absences Search' page with a header bar containing a 'Homepage' link and the title 'Absences'. Below the header, there is a section for 'Search Criteria' with various input fields and dropdown menus. A red box highlights the 'Empl ID' field, and another red box highlights the 'Pay Group' and 'Calendar ID' fields. At the bottom, there is a 'Search' button, a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

Find an Existing Value

▼ Search Criteria

Empl ID begins with [] x

Empl Record = [] 0

Pay Group begins with [] SEMIMNTHLY

Calendar ID begins with [] SMLV201924

Name begins with []

Period Begin Date >= []

Period End Date <= []

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results



Time & Attendance Job Aid

TA374 Managing Absence Balances

12. Delete the donor's Employee ID in the **Empl ID** field.

Note: If you use the **Clear** button, capture the Calendar ID first as the Calendar ID of the leave recipient should match the Calendar ID for the person who donated leave.

13. Enter the Employee ID in the **Empl ID** field for the employee returning the donated leave.
14. The **Pay Group** field should be changed or entered based on the Pay Group of the recipient.
15. The Calendar ID should match the Calendar ID entered for the person who donated the leave.
16. Click the **Search** button.

The **Absences** page displays for the applicable employee with the original leave receipt information.

The screenshot shows the 'Absences' page in a web application. The page has a header with 'Homepage' and 'Absences' tabs, and a search icon. Below the header, there are fields for Employee ID, Name, Empl Record, Pay Group, Description, Pay Entity, Calendar ID, Begin Date, and End Date. The 'Balance Adjustments' section contains a table with columns: *Element Name, Description, Balance Adjustment, Begin Date, End Date, and Comments. The table has one row with the following data: DLR REC ELEM, DLR Receive Element, 16.000000, 12/25/2019, 01/09/2020, and an empty Comments field. The 'Balance Adjustment' and 'Comments' fields are highlighted with red boxes. At the bottom of the page, there are buttons for 'Save', 'Return to Search', and 'Notify'.

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
DLR REC ELEM	DLR Receive Element	16.000000	12/25/2019	01/09/2020	

17. Update the **Balance Adjustment** field by overwriting the original number of hours received with the number of hours being returned (entered as a negative number).
18. Click the icon in the **Comments** field.



Time & Attendance Job Aid

TA374 Managing Absence Balances

The **PI for Absence Entitlement** page displays.

PI for Absence Entitlement

Absence Comments

Empl ID: [redacted] Name: [redacted] Empl Record: 0

Pay Group: SEMIMNTHLY Description: Semi-Monthly Salaried AM

Calendar ID: SMLV201924 Begin Date: 12/25/2019 End Date: 01/09/2020

Element Name: DLR REC ELEM Description: DLR Receive Element Balance Adjustment: -4.000000

Additional Information/ Adjustment Comments

Comments:

Last Update User ID: [redacted] Last Update Date/Time: 06/23/2020 4:17:51PM

OK **Cancel**

19. Enter a brief comment in the **Comments** field.

20. Click the **OK** button.

The **Absences** page displays.

Absences

Employee ID [redacted] Name [redacted] Empl Record 0

Pay Group SEMIMNTHLY Description Semi-Monthly Salaried AM Pay Entity COVA

Calendar ID SMLV201924 Begin Date 12/25/2019 End Date 01/09/2020

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
DLR REC ELEM	DLR Receive Element	-4.0	12/25/2019	01/09/2020	

Save **Return to Search** **Notify**

21. Click the **Save** button. The adjustment process for returning unused leave donation is complete.



Transferring From one Agency to Another Agency

1. To transfer Annual Leave or Traditional Sick time balances for an employee being transferred to another State Agency, navigate to the **Supporting Elements** page by following this path:

Navigator > Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Supporting Elements

The **Supporting Elements Search** page displays.

2. Enter the **Empl ID** or your search criteria.

Note: You can search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.



Time & Attendance Job Aid

TA374 Managing Absence Balances

The **Supporting Elements** page displays for the applicable employee with the **Elements/Dates** tab displayed by default.

Cardinal Homepage Supporting Elements

Employee ID 00402775900 Empl Record 0 Name Purple Rain048

Payee Supporting Element Override List

Elements/Dates

Element Type	Element Name	Description	*Begin Date	End Date		
<div>▼</div>			03/25/2022		+	-

Save Return to Search Previous in List Next in List Notify

4. Select an Element Type of **“Variable”** in the new row using the dropdown button.



Time & Attendance Job Aid

TA374 Managing Absence Balances

The **Supporting Elements** page displays.

Cardinal Homepage Supporting Elements

Employee ID 00402775900 Empl Record 0 Name Purple Rain048

Payee Supporting Element Override List

Elements/Dates

Element Type	Element Name	Description	*Begin Date	End Date		
Variable			03/25/2022		+	-

Save Return to Search Previous in List Next in List Notify

- Click the **Element Name** field **Look up** icon. The **Element Name** field for the new row is now editable.

The **Look Up Element** page displays in a pop-up window.

Look Up Element

Element Name begins with

Description begins with

Search Clear Cancel Basic Lookup

Search Results

View 100 1-11 of 11

Element Name	Description	Country Code
V FMLA EMP/FAM BAL	V FMLA EMP/FAM BAL	USA
V FMLA MILITARY BA	V FMLA MILITARY BAL	USA
V FMLA ROLLOVER BA	V FMLA ROLLOVER BA	USA
V SCK FMLA TAKE BA	V SCK FMLA TAKE BA	USA
V SCK XFR ADJ	V SCK XFR ADJ	USA
V SDP FMLA TAKE BA	V SDP FMLA TAKE BA	USA
V STD TAKE BAL DAY	V STD TAKE BAL DAY	USA
V STD VAC ACR LMT	V STD VAC ACR LMT	USA
V VAC XFR ADJ	V VAC XFR ADJ	USA
V WCL TAKE BAL DAY	V WCL TAKE BAL DAY	USA



Time & Attendance Job Aid

TA374 Managing Absence Balances

6. Select “**V VAC XFER ADJ**” to update the vacation time balance or select “**V SCK XFR ADJ**” to update the sick time balance.

The **Supporting Elements** page displays.

Cardinal Homepage Supporting Elements

Employee ID 00402775900 Empl Record 0 Name Purple Rain048

Payee Supporting Element Override List

Elements/Dates Values

Element Type	Element Name	Description	*Begin Date	End Date		
Variable	V VAC XFER ADJ	V VAC XFER ADJ	03/10/2022	03/24/2022	+	-

Save Return to Search Previous in List Next in List Notify

The **Begin Date** field defaults to the current system date.

Note: This date determines the date which the transferred balance can be used by the employee and should be the first day of the employee’s first pay period at your agency/company.

7. Select the **Pay Period Begin Date** and the **Pay Period End Date** of the employee’s first pay period at your agency/company using the **Calendar** icon.
8. Click the **Values** tab.



Time & Attendance Job Aid

TA374 Managing Absence Balances

The **Values** tab displays on the **Supporting Elements** page.

The screenshot shows the 'Supporting Elements' page in the Cardinal system. The page header includes 'Cardinal Homepage' and 'Supporting Elements'. The employee information is: Employee ID 00402775900, Empl Record 0, Name Purple Rain048. The 'Payee Supporting Element Override List' is displayed with a search bar and a table. The table has columns for Element Type, Element Name, and Numeric Value. The first row shows 'Variable' as the Element Type, 'V VAC XFR ADJ' as the Element Name, and '16.000000' as the Numeric Value. The 'Save' button is highlighted with a red box.

Element Type	Element Name	Numeric Value
Variable	V VAC XFR ADJ	16.000000

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

9. Enter the number of hours the employee is transferring from the other agency in the **Numeric Value** field for the corresponding row.
10. Click the **Save** button.

References Validating Absence Balances

Absence Management Administrators should confirm that all adjustments processed as expected and validate the employee's balances after the next Absence Calculation process has run. Below is a list of tools available and all can be found on the Cardinal Project website:

- **Employee Leave Report** – see the Job Aid titled **HCM Reports Catalog**
- **Absence Accumulator Results** query – see the Job Aid titled **HCM Reports Catalog**
- **Terminated EE with Leave Balance** query – see the Job Aid titled **HCM Reports Catalog**
- **Results by Calendar/Calendar Group** online pages – see the Job Aid titled **TA374 Results by Calendar/Calendar Group** for more details
- **View Absence Balances** using online pages – see the course titled **TA374 Absence Management Maintenance** for more details